# Enroll & Modify Existing Coverage: FEHB Open Season

Use this guide to complete the following tasks during the Federal Employees Health Benefits (FEHB) Open Season:

- ***[Enroll/Modify FEHB Coverage](#)***
- ***[Add a Dependent](#)***
- ***[Modify a Dependent](#)***

Enroll/Modify FEHB Coverage

1. From the HR Links homepage, select the Open Season tile. The tile includes the date Open Season ends (ex: *Open Season through Dec 13th*).
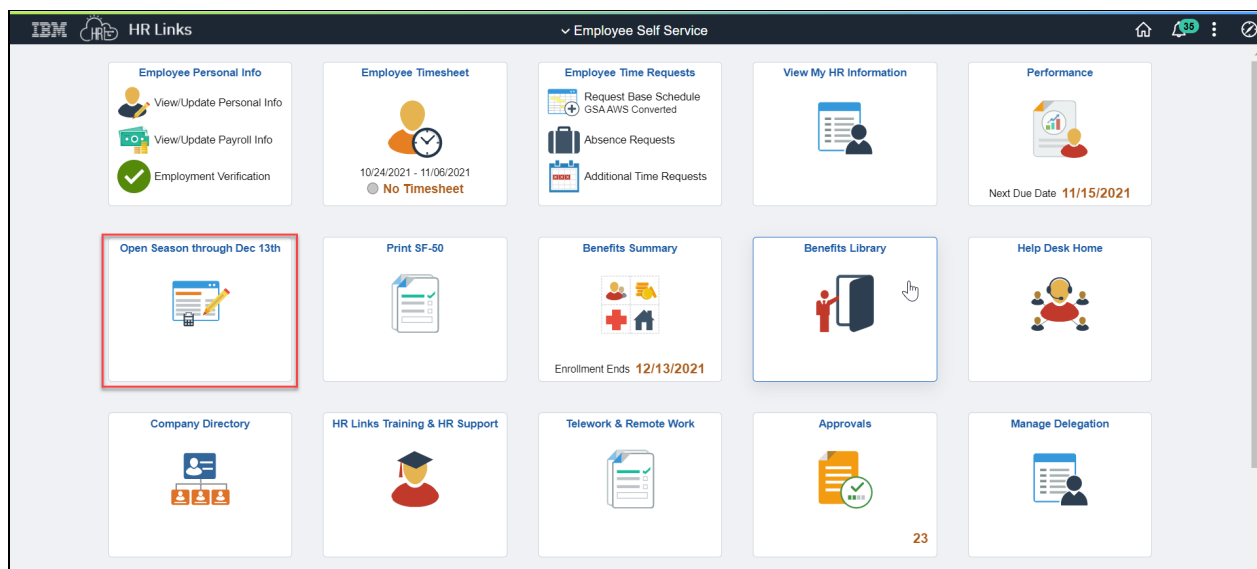
2. Read the instructions on the *Benefits Enrollment* page.
   a. **Note**: If you see another event listed, such as *New Hire* or *Family Status Change*, contact your [Benefits Specialist](#) before continuing.
   b. **Note**: If you do **not want to make changes** to your benefits enrollment (i.e., you are not changing your enrollment code or making changes to your covered dependents), **no further action is required on your part.** You can exit the system.

3. After reading the instructions, select the **Open Season** enrollment box to begin enrolling for or modifying your current benefits.

Benefits Enrollment

Welcome to the 2021 Federal Benefits Open Season!

Please click on the Open Season tile to begin your enrollment.

ⓘ **Important! Please do not proceed:**
- If you do not want to make changes to your existing FEHB coverage. No further action is required on your part.
- If another event is displayed below, such as a Hire event or a Family Status Change event, contact your Benefits Specialist before proceeding.

✓ **Open Season**
Date: 01/02/2022
Status: Open

It may take a few seconds for your benefits enrollment information to load after you click on the tile above.

4. The **Enrollment Summary** displays your existing coverage under the *Current Plan* heading. If you do not make changes to your benefits, your existing coverage will remain in place. Your existing coverage defaults as your new plan and will be listed under the *New Plan* heading.
    a. **Note**: Select **Cancel** if you are maintaining your existing coverage and do not want to modify your covered dependents.
5. Select the **FEHB** tile to search for a new plan, enroll dependents, waive coverage or switch premium conversion.

6. Use the **OPM Plan Comparison tool** to compare plans in the *About FEHB* section.

7. In the *Edit Your Coverage* section, you can choose to **Search for Plan** (default), **View All Plans**, or **Waive/Cancel Coverage**.
   a. If you choose **Search for Plan:**
      i. Type the **enrollment code** or **keyword** in the search field provided.
      ii. Enter at **least two** alphabetical characters when searching by keyword.
      iii. As you type the plan name or code, select the preferred option from the drop-down list that appears.

      iv. Select the **radio button** by the plan you wish to enroll.

   b. If you choose **View All Plans:**
      i. View a list of FEHB plans available to you. You can choose from nationwide plans or those in your state (home or work location).
      ii. Select the plus icon or the row to view the coverage options and enrollment codes available for a specific benefit plan.

iii.   Click the option you wish to select.

c.   If you choose **Waive/Cancel Coverage:**

i. Select the **Waive/Cancel Coverage** button to waive or cancel coverage entirely. Check out the *Waive/Cancel Coverage job aid* for details on completing that process.

Edit your Coverage

| SEARCH FOR PLAN | VIEW ALL PLANS | WAIVE/CANCEL COVERAGE |
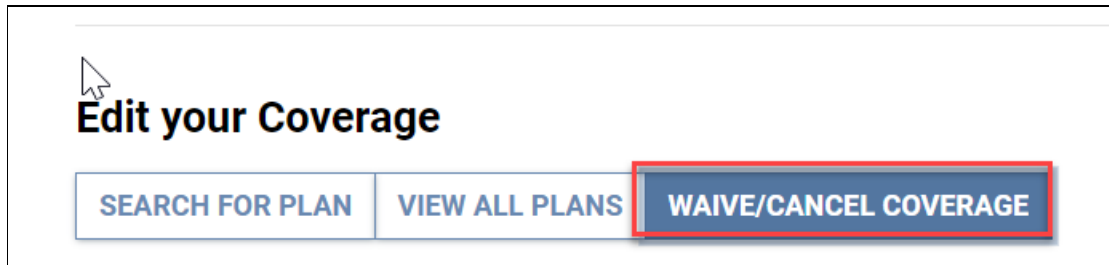
8. Scroll down to the **Enroll Your Dependents** section.
   a. Review the dependents listed under the Enroll Your Dependents section. Use the **Add/Review Dependents** button to add or modify a dependent to your coverage. Visit the Add a Dependent or Modify a Dependent section of this guide to learn more about these processes.

Enroll Your Dependents

Below is the list of your dependents in HR Links. Use the **Add/Review Dependents** button to add new dependents or to edit information about an existing dependent.

ⓘ **The dependents listed below may not be automatically enrolled!** Ensure the toggle button next to their name is in the On position to enroll them in coverage.

[ADD/REVIEW DEPENDENTS]

ⓘ No dependents available

[SAVE AND CONTINUE] [CANCEL]

9. Enroll your dependents by **toggling the button for each name** to the **Enroll** position. A **checkmark** will appear to indicate the dependent is enrolled.

Enroll Your Dependents

Below is the list of your dependents in HR Links. Use the **Add/Review Dependents** button to add new dependents or to edit information about an existing dependent.

⚠ **The dependents listed below may not be automatically enrolled!** Ensure the toggle button next to their name is in the On position to enroll them in coverage.

ADD/REVIEW DEPENDENTS

Cameron Taylor
Child — ENROLL ⬤

Jack Taylor
Child — ENROLL ◯

SAVE AND CONTINUE   CANCEL

10. Once you have completed enrollment, select the **Save and Continue** button.

Enroll Your Dependents

Below is the list of your dependents in HR Links. Use the **Add/Review Dependents** button to add new dependents or to edit information about an existing dependent.

⚠ **The dependents listed below may not be automatically enrolled!** Ensure the toggle button next to their name is in the On position to enroll them in coverage.

ADD/REVIEW DEPENDENTS

Cameron Taylor
Child — ENROLL ⬤

Jack Taylor
Child — ENROLL ⬤

SAVE AND CONTINUE   CANCEL

11. Review your information on the **Submit Your Elections** page.
    a. To preview forms, choose the **Preview Standard Forms** button.
    b. If your marital status is incorrect, select the **Correct Marital Status** button to change it. HR Links will open a new browser tab, where you will be able to update your marital status. Your change to marital status will be immediately

updated on your SF-2809 form. Preview your SF-2809 form again to confirm the change in marital status before finalizing your benefits enrollment.

Submit Your Elections

You have almost completed your enrollment. You must click the Submit button on this page to finalize your benefit choices.

Print Standard Forms For Your Records

ⓘ If your marital status is incorrect when you preview your SF-2809, please use the Correct Marital Status button to update it. Your marital status data is solely used to populate the SF-2809 as previewed here.

[VIEW/PRINT SF-2809]   [CORRECT MARITAL STATUS]

12. Select the **Submit** button to finalize your election.

Authorize Elections

I understand that this election will overwrite my current election on file of the same type.

WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the **Submit** button, I understand that my HR Links login information is my electronic signature in effecting this transaction.

[SUBMIT]   [CANCEL]

13. A confirmation screen will appear. Select the **OK** button to return to the *Benefits Enrollment* page.

Benefits Enrollment
Submit Confirmation

Your benefit elections have been successfully submitted to the Benefits Department.

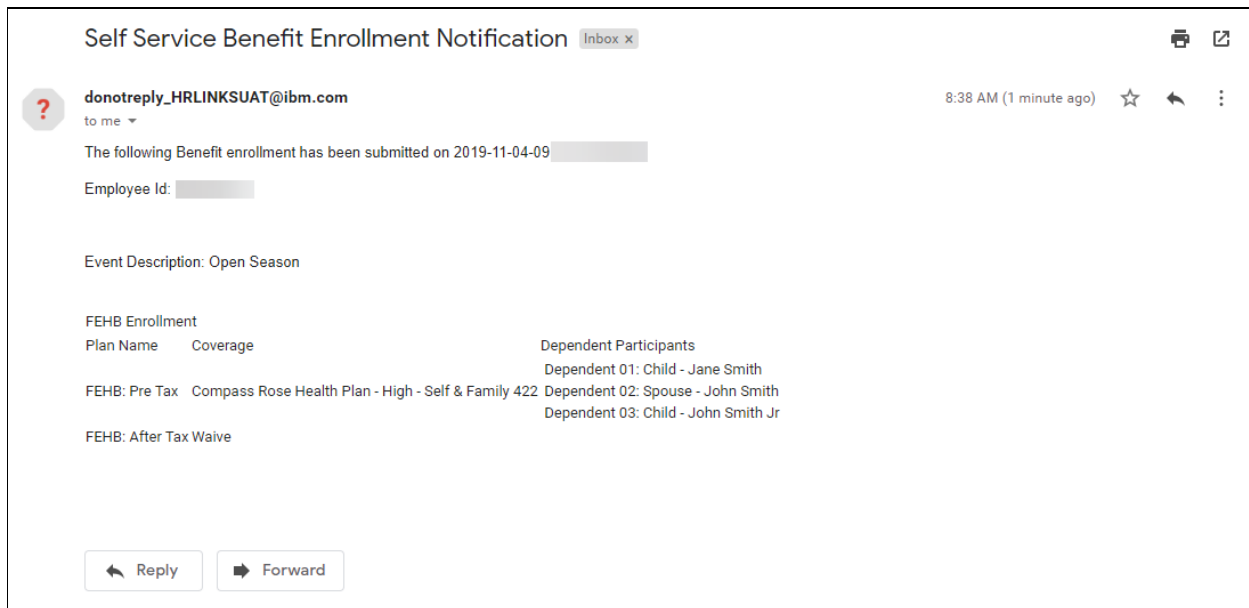Your Open Season election will be effective January 2, 2022.

Please review your **Earnings and Leave Statement** on January 21, 2022 to validate your deduction is correct.

Fillable forms available to employees within HR Links (e.g., SF-2809, SF-2810, SF-2817, and TSP-1) include a Privacy Act Notice that describes the legal authority for collecting the information; the primary and permissive routine uses of the information; and the potential consequences of not providing the requested information.

To return to the Benefits Enrollment page, use the **OK** button.

OK

14. You will receive an email confirmation of your benefit elections shortly. **You have successfully enrolled in or modified your FEHB coverage for Open Season.**

Self Service Benefit Enrollment Notification Inbox ×

donotreply_HRLINKSUAT@ibm.com
to me ▾   8:38 AM (1 minute ago)

The following Benefit enrollment has been submitted on 2019-11-04-09

Employee Id:

Event Description: Open Season

FEHB Enrollment
Plan Name   Coverage   Dependent Participants
                                                                 Dependent 01: Child - Jane Smith
FEHB: Pre Tax   Compass Rose Health Plan - High - Self & Family 422 Dependent 02: Spouse - John Smith
                                                                 Dependent 03: Child - John Smith Jr
FEHB: After Tax Waive

↩ Reply   ➡ Forward

Add a Dependent

1. From the *Enroll Your Dependents* section of the enrollment process, select the **Add/Review Dependents** button.

Enroll Your Dependents

Below is the list of your dependents in HR Links. Use the **Add/Review Dependents** button to add new dependents or to edit information about an existing dependent.

ⓘ **The dependents listed below may not be automatically enrolled!** Ensure the toggle button next to their name is in the On position to enroll them in coverage.

[ADD/REVIEW DEPENDENTS]

Cameron Taylor
Child

ENROLL

Jack Taylor
Child

ENROLL

[SAVE AND CONTINUE] [CANCEL]

2. On the *Dependent Information* page, select the **Add a Dependent** button.

Dependent Information

The people listed may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent, select the Add a Dependent button.

| **Cameron Taylor** | BIRTHDATE: | RELATIONSHIP: **Child** | > |

| **Jack Taylor** | BIRTHDATE: | RELATIONSHIP: **Child** | > |

[ADD A DEPENDENT] [RETURN TO EVENT SELECTION]

3. On the *Dependent Information* page, enter the following information:
   a. **First Name (required)**
   b. Middle Name
   c. **Last Name (required)**
   d. Name Prefix

e. Name Suffix
f. **Date of Birth (required)**
g. **Gender (required)**
h. Social Security Number
i. **Relationship to Employee (required)**
j. Disabled (use the button to indicate whether the dependent is disabled – the default is set to not disabled)

Dependent Information

Kent Taylor

FIRST NAME *	MIDDLE NAME
Kent	

LAST NAME *	NAME PREFIX
Taylor	

NAME SUFFIX	DATE OF BIRTH *

GENDER *	SOCIAL SECURITY NUMBER
Male	

RELATIONSHIP TO EMPLOYEE *	DISABLED
Spouse	

4. Use the toggle switches to indicate if the dependent shares the same address and phone number as the employee. If the dependent does not have the same address or phone number, enter the correct information in the space provided.
5. Select the **Save** button at the bottom of the screen.

6. The dependent will appear on the *Dependent Information* page. Select **Return to Event Selection** to continue enrolling in or modifying your benefits coverage.

7. Go to **Step 10** of the **Enroll/Modify FEHB Coverage** process to complete the process to enroll in or modify your benefits.

Modify a Dependent

1. From the *Enroll Your Dependents* section of the enrollment process, select the **Add/Review Dependents** button.

2. On the *Dependent Information* page, select the dependent's name for which you would like to modify information.

3. Update applicable information on the *Dependent Information* screen, and select the **Save** button at the bottom of the page.

Dependent Information

Cameron Taylor

FIRST NAME *

Cameron

LAST NAME *

Taylor

NAME SUFFIX

GENDER *

Male

RELATIONSHIP TO EMPLOYEE *

Child

«		April 2012				»
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

04/18/2012

SOCIAL SECURITY NUMBER

DISABLED

4. You will return to the *Dependent Information* page. Select **Return to Event Selection** to continue enrolling in or modifying your benefits coverage.

Dependent Information

The people listed may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent, select the Add a Dependent button.

Cameron Taylor	BIRTHDATE:	RELATIONSHIP: Child	>
Jack Taylor	BIRTHDATE:	RELATIONSHIP: Child	>
Kent Taylor	BIRTHDATE:	RELATIONSHIP: Spouse	>

ADD A DEPENDENT   RETURN TO EVENT SELECTION

5. Go to **Step 10** of the **Enroll/Modify FEHB Coverage** process to complete the process to enroll in or modify your benefits.